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ABSTRACT

The manpower survey, conducted in Lafourche Parish, Louisiana, determined current and future manpower requirements and related them to the occupational skills needed in the vocational-technical program in the schools. Data were obtained from employer respondents through a mail questionnaire sent to nearly 1,800 firms in the parish with a return of 500. From the data collected and analyzed the Lafourche Parish manpower needs and occupations requiring less than four years of college are discussed. Further stated are the manpower requirements in terms of total employment and background, skill classifications, the occupational mix, new jobs available, a summary of occupational requirements, and vocational-technical education requirements. Twenty-five recommendations are listed. Appendixes make up more than two-thirds of the document and consist of general manpower tables, occupational tables, and the survey of manpower and training needs questionnaire. (BP)

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A STUDY OF VOCATIONAL AND TECHNICAL SKILL NEEDS IN LAFOURCHE PARISH

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Issued by

Lafourche Parish School Board
Warren L. Authement, Superintendent

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FOREWORD

The concept of "career education" has stormed to the front in educational circles during the past two years. It is now permeating educational philosophy of national, state and local leaders. Career education in the public schools is designed to develop an awareness, discovery, orientation and introduction to the world of work. The work ethic philosophy is undergoing a period of rebirth and renewal.

Part and parcel of this career education is vocational or technical training or retraining as defined in the Vocational Education Act of 1968 (P.L. 90-576). The purpose and scope of this act specify that programs, services and activities be "realistic in the light of actual or anticipated opportunities for gainful employment," and be "suited to the needs, interests and abilities (of students) to benefit from such training."

Since such programs are brought about through instruction, the guidelines stipulate the objectives of instruction "shall be designed to....

"(1) Prepare individuals for gainful employment as semi-skilled or skilled workers or technicians or semi-professionals in recognized occupations and in new or emerging occupations, or

"(2) Prepare individuals for enrollment in advanced or highly skilled vocational and technical education programs, or

"(3) Assist individuals in the making of informed and meaningful occupational choices, or

"(4) Achieve any combination of the above objectives."

The State Department of Education has taken the leadership in the implementation of this career-oriented education philosophy. The Public Affairs Research Council has proposed a detailed plan for the expansion of vocational-technical education throughout the state.

The Lafourche Parish School Board and its Superintendent in the summer of 1972 laid plans for the manpower survey and the present report. This report presents the major findings of this comprehensive manpower survey of employment, shortages, education and experience required and the types of special training required by employers.

The findings herein confirm the prediction of the U. S. Office of Education that 80 percent of the jobs created in this decade of the seventies will require skills and training other than a four-year college degree.

The section on "Summary and Recommendations" points up new outlooks and new dimensions which must be added to our school system. Educators and legislators, parents and students, business and industry, are urged to include these data, projections and conclusions in any considerations concerned with the vocational and technical school establishment in Lafourche Parish. Furthermore, since this report is the most complete and detailed study made of the vocational and technical skill needs of Lafourche Parish, it is suggested that it be used in planning and budgeting for such programs, services and activities.

ACKNOWLEDGMENTS

This research report is a service of the Lafourche Parish School Board which authorized and funded the comprehensive manpower survey of Lafourche Parish employers who provided the data contained herein. The Board's vision and support provided the impetus required to produce this report.

However, the cooperation and outstanding response on the part of employer-participants in this survey stand as a tribute to their interest and support of this parish undertaking.

Grateful acknowledgment of assistance is accorded to the members of the Lafourche Parish Manpower Survey Committee, composed of business, education and industry leaders who contributed voluntarily of their time and efforts to make this survey a success. Special thanks must go to Thomas Robichaux, Personnel Relations Administrator of Valentine Pulp and Paper Company, who served as chairman of the committee.

The members of the committee are:

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Eugene Welton

Particular thanks are given to all the school principals of Lafourche Parish who cooperated with the committee in a follow-up of nonrespondents, in supplying new firm names and in their support of this project.

The news media deserve a special vote of appreciation for their excellent coverage of our meetings, interim reports and activities.

School Board members demonstrated their faith in the project by their support, interest and attendance at meetings. Dr. Robert H. Dolese, President, and Warren L. Authement, Superintendent, were constant sources of wise counsel and cooperation. Members of the superintendent's staff were always on call and present in person to advise and help.

An expression of gratitude goes to Frank Calandro, Area Manager of the Houma office of the Louisiana State Employment Security, who supplied statistical data and help with projections.

Dr. Vernon F. Galliano, President of Nicholls State University, cooperated greatly by making the Computer Science Department, headed by Olen Gary, available to the committee and research unit. For his technical assistance, card punching and computer data, we are particularly grateful to Mr. Gary.

Mrs. Ethel Knobloch and Mrs. Blanche Baudoin of the superintendent's staff helped considerably in a variety of support activities.

Finally, the author's wife, Lorena, deserves special mention for the massive job of typing and checking the statistical tables and data, the questionnaire form, correspondence, news releases, interim reports and this final report.

Francis J. Kennedy
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TABLE OF CONTENTS

		Page
LAFOURCHE PARISH SCHOOL BOARD MEMBERS		ii
FOREWORD		iii
ACKNOWLEDGMENTS		iv
LAFOURCHE PARISH DATA		vii
LIST OF TABLES - APPENDIX A		viii
LIST OF TABLES - APPENDIX B		ix
INTRODUCTION		1
SECTION I	MANPOWER REQUIREMENTS	5
SECTION II	SUMMARY AND RECOMMENDATIONS	8
APPENDIX A	GENERAL MANPOWER TABLES	11
APPENDIX B	OCCUPATIONAL TABLES	22
APPENDIX C	SAMPLE QUESTIONNAIRE	R-1

GENERAL LAFOURCHE PARISH DATA, 1972[1]

Total population (estimated)	70,665
Work force, Total	19,175
Employment, Total	18,400
Non-farm and salaried	17,150
Agricultural	1,250
Unemployment, Total	775
Unemployment rate (%)	4.04

1. Source: Louisiana State Employment Service (Houma)

LAFOURCHE PARISH SCHOOL DATA, 1972

Elementary schools	18
Junior high schools	8
High schools (consolidated, comprehensive)	3
School population, Total	19,080
Educable, Total	22,077
Teachers, Total	880
Bachelor degrees	595
Master degrees	111
+30 Certificates	130
Specialist degrees	3

LIST OF TABLES - APPENDIX A

Table		Page
1	Total Employment in Lafourche Parish (1972) with Projections for 1973 and 1975	11
2	Total Respondent Employment (1972) and Estimated Needs for 1973 and 1975 as Reported on Returned Questionnaires	11
3	Total Employment by Industry, Lafourche Parish Reported and Estimated, 1972, 1973, 1975	12
4	Percentage Employment by Industry, Lafourche Parish 1972, 1973, 1975	13
5	Total Employment by Skill Classification, 1972, 1973, 1975	14
6	Ranked Percentage of Employee Shortage by Occupational Group, 1972	15
7	Frequency of Special Training	16
8	Percentage of Minimum Education Required as Reported by Respondents, 1972, by Industry	17
9	Percentage of Minimum Experience Required as Reported by Respondents, 1972, by Industry	18
10	Percentage of Special Training Required as Reported by Respondents, 1972, by Industry	19
11	Percentage Supply of Qualified Employees as Reported by Respondents, 1972, by Industry	20
12	Percentage of Industry Groups Requiring Vocational-Technical and Special High School Cooperative Training and Percentage of Qualified Employees in Short Supply, 1972, by Industry	21

LIST OF TABLES - APPENDIX B

Table		Page
B-1	Mechanics and Machinery Repairmen	22
B-2	Secretarial, Typing, Filing and Related Occupations	23
B-3	Electricians - Electrical Assembling, Installing and Repair Occupations	24
B-4	Carpenters, Bricklayers, Plumbers, Etc.	25
B-5	Saleswork, Commodities	26
B-6	Computing and Account Recording Operations	27
B-7	Welders, Flame Cutters and Related Occupations	28
B-8	Fitters, Sheet Metal Workers, Body Repairmen, Etc.	29
B-9	Captains, Mates, Pilots, Etc.	30
B-10	Truck Drivers	31
B-11	Machinists	32
B-12	Protective Services	33
B-13	Miscellaneous Farming and Related Occupations including Farm Tractor Drivers	34
B-14	Painters and Spray Painters	35
B-15	Miscellaneous Sales and Merchandising Occupations	36
B-16	Processing, Foods and Related Occupations	37
B-17	Extraction of Minerals	38
B-18	Television Repairmen	39
B-19	Material and Productions Recording Operations	40
B-20	Information and Message Distribution Occupations	41
B-21	Barbering, Cosmetology and Related Occupations	42
B-22	Food and Beverage Preparation and Service	43

LIST OF TABLES - APPENDIX B (continued)

Table		Page
B-23	Miscellaneous Processing Operations	44
B-24	Miscellaneous Machine Trades Occupations	45
B-25	Miscellaneous Bench Work Occupations	46
B-26	Miscellaneous Structural Work Occupations	47
B-27	Miscellaneous Transportation Work Occupations	48
B-28	Varied Occupations (N. E. C.)	49
B-29	Miscellaneous Managerial Occupations	50
B-30	Health Occupations, excluding Doctors	51
B-31	Miscellaneous Professional, Semi-Professional and Technical Occupations	52

A STUDY OF VOCATIONAL AND TECHNICAL EDUCATION SKILL NEEDS IN LAFOURCHE PARISH

Introduction

Purpose:

The purpose of this report is to present data collected by a manpower survey conducted in Lafourche Parish from November 2, 1972, through January 15, 1973. The survey, authorized and funded by the Lafourche Parish School Board, was to determine current and future manpower requirements in Lafourche Parish and to relate these occupational skill needs to the vocational-technical program in the schools.

Nearly 28 percent of all employers who responded accounted for 8,650 employees (over 47 percent) of the total of 18,400 working during 1972. By presenting these data, trends were observed. These trends and other data form a logical mathematical basis for the projections presented. As a result, the ultimate objective of this report is that the data, projections and conclusions presented herein will act to alert everyone concerned to the vocational-technical needs of Lafourche Parish. Finally, this report can serve as a catalyst which will start local and state action necessary to meet these needs.

Basis:

Data were obtained from employer respondents to a mail questionnaire sent to nearly 1800 firms in the parish. The completion of this report was made possible by the nearly 500 businesses, industries and government agencies in Lafourche Parish which participated.

Following the receipt of questionnaires, all were indexed, coded, tabulated and card punched. Standard Industrial Classifications were assigned to industry groups, skill groups and job titles. Louisiana State Employment Security office data were consulted and compared, computer printouts were run, and tabular data were constructed and analyzed. Standard statistical methods were employed in all projections to provide the necessary mathematical validity.

New Manpower Needs in Lafourche Parish

Employment is rapidly increasing in Lafourche Parish. The 1972 level of agricultural and nonagricultural employment was approximately 18,400. Based upon employer estimates obtained in this study, the expansion will continue to the extent of approximately 1,380 new jobs in 1973, with a cumulative total of nearly 3,700 by 1975 (see Tables 1 and 2)*. Jobs which will result from new

*Tables 1-12 appear in Appendix A. Tables B-1 through B-31 appear in Appendix B.

industry moving into the area and jobs made available as a result of deaths, retirements, out-migration and so on are excluded from these estimates.

The development of an industrial park, the completion of an airport, a multi-million dollar Civic Center and two nationally known chain motels in Thibodaux are expected to produce a cumulative effect, not included in these projections.

Neither has the anticipated impact of the proposed multibillion dollar Superport been taken into consideration. Should this deep water offshore facility be completed within the next decade, the result upon the economy of Lafourche Parish would be immeasurable in terms of construction, transportation, housing, education, government, labor, business and all industry.

The largest category of industry in Lafourche Parish is Wholesale/Retail Trade which accounts for about 24 percent of all employment (see Table 3). The next largest categories are Manufacturing, Government (including education), Services, Transportation, Finance, Contract Construction, Mining and Agriculture, in that order. No major changes are expected during the next three years. The largest proportionate increase is expected in the Manufacturing Industry.

In the matter of new jobs, Wholesale/Retail Trade, Manufacturing and Government together will account for more than 74 percent in the next three years (see Table 4). The slight decline in Mining was brought about by the closing of one mine in 1972. Other than that, all other categories of industry, except Agriculture, forecast some new jobs.

There is some variation in the skill level of employees with the largest number engaged in Professional/Managerial occupations followed by Skilled, Semi-Skilled, Unskilled, Clerical, Sales, and Semi-Professional/Technical, in that order. By 1975, Skilled occupations will take over first place (see Table 5).

With employment in Lafourche Parish tending to grow faster and the unemployment rate of 4 percent remaining below the rates for Louisiana as a whole, the prospects for continued growth appear favorable.

Moreover, this growth is concentrated in the higher skill jobs as reflected in Table 6. All indications point to increased demands upon the parish educational system and a need for more emphasis on vocational-technical education.

Occupations Requiring Less than 4 Years of College

The United States Office of Education has estimated that 80 percent of the jobs created in the seventies will require skills and training other than a four-year college degree. To understand the potential demand for vocational-technical (V-T) training, it is necessary to look at all employment which requires less than a college degree. Since there are many changes now being made in the scope of V-T training, jobs which were formerly not considered as V-T training subjects are now being included in private and public school V-T curricula.

Listed in Table 6 are seventeen occupational areas ranked according to the percentage of all reported employees considered by employers as being in short supply. This percentage figure is an employer estimate of the difficulty experienced in filling a particular occupation with qualified employees. All categories in this table have 40 percent or over in short supply.

Almost every job requires some special training. The frequency of such required training appears in Table 7 as a percentage of all jobs reported and in the individual occupational tables which appear in Appendix B.

Table 7 indicates that the level of education is more and more in favor of a high school education as a minimum. More industry groups are likewise looking to post-secondary education as an employment requirement. Tables in Appendix B bear out this contention.

Relative to experience required as a condition for employment, it is noted that the petroleum and natural gas industry has the most stringent overall requirements. The fact that the average of hirings of those with no experience fits well with the higher education and training requirements is evident in Tables 8 and 10.

Table 10 is particularly important in pointing out the percentage of special training required of employee applicants. It is evident from respondent answers to the questionnaires that on-the-job and special company training programs have a high degree of importance in all industries. The combined total shows up at 52.7 percent.

Also of vital importance to vocational educators is the great extent to which employers depend upon high school cooperative and vocational-technical school training. The combined total is 26.3 percent, but what must not be overlooked is the fact that practically all new employees in every job are subject to on-the-job orientation and training.

There are great variations reflected in Tables 7 and 10, but the dependency of employers on an increased amount of special training of a vocational and technical nature is not to be denied.

This fact is further strengthened by considering the reported data in Table 11 which shows the percentage supply of qualified employees to be 30.3 percent short, with variations ranging from the lowest degree of scarcity in the finance, insurance and real estate category to the highest degree of 52 percent in agriculture and nearly 51 percent in contract construction occupations.

Table 12 demonstrates the relationship between the requirement for vocational-technical training and the percentage of shortage by industry groups. Two groups, namely Agriculture and Mining which require the least maount of skill school training, have two of the highest degrees of scarcity. The same may be said of Transportation, Manufacturing and Contract Construction. The picture for Wholesale/Retail Trade, Finance, Service and Government are just the

reverse. One conclusion is plain: the more qualified employees that are produced by reason of vocational-technical and high school vocational training, the lower the percentage of employees in short supply.

SECTION I

Manpower Requirements

Total Employment and Background

Respondents were asked to report their total employment for June 30, 1972. A total of 8,650 employees were reported by 493 responding firms. The sampled employment is a little over 47 percent of the total area agricultural and non-agricultural wage and salaried employment of 18,396.

In recent years there has been a sharp upturn in Louisiana employment. At the same time, Lafourche Parish appears to be participating in this long-range growth of the state. Tables 1 and 2 show the total employment picture for Lafourche Parish for 1972 and projected total employment for 1973 and 1975. Also shown are percentage increases by year.

Total employment in the area was 18,396 in 1972. This figure is expected to increase to 19,776 for an increase of about 7.5 percent. Based upon the new job requirements for Lafourche Parish as stated by questionnaire respondents, this figure will increase by 7.5 percent in 1973 and by a total of 20 percent by 1975. The average per year increase for the next three years will be approximately 6.7 percent.

Skill Classifications

Each respondent firm grouped its total employment into seven broad skill classifications: Unskilled, Semi-Skilled, Skilled, Clerical, Sales, Semi-Professional/Technical and Professional/Managerial. Examples of the occupations which fall within each of these classifications may be seen in the sample questionnaire in Appendix C. In addition, respondents were asked to estimate their employment needs for June 30, 1973, and for June 30, 1975.

Table 5 shows the percentage distribution of employment for 1972, 1973 and 1975.

The largest percentage of employees reported in 1972 was in the Professional/Managerial classification. This was followed in order by employees in Skilled and Semi-Skilled occupations. By 1975 all skill classifications except Unskilled and Professional/Managerial show increases. The greatest change is shown for Professional/Managerial which reflects a decrease of 2.1 percent. In line with national trends, the Skilled classification assumes first place in the rankings by 1975.

The Occupational Mix in Lafourche Parish

Parish employment has been classified into nine broad categories or industries in accordance with U. S. Standard Industrial Classifications (S.I.C.) as follows:

(1) Agriculture, fishing, forestry and related occupations
(2) Mining (petroleum, natural gas, nonmetal)
(3) Contract construction
(4) Manufacturing
(5) Transportation, communications, other public utilities
(6) Wholesale and retail trade
(7) Finance, insurance and real estate
(8) Services
(9) Government (including educational institutions)

All of the data presented in this report has been categorized and analyzed on this basis.

As may be seen in Table 4, Wholesale/Retail Trade in 1972 in Lafourche Parish accounted for the largest percentage (23.95%) of all sampled employment. Next in order were Manufacturing, Government, Services, Transportation, Finance, Contract Construction, Mining and Agriculture. For 1973, this order will remain the same with only slight changes in percentages. In 1975, all categories will retain their relative positions with Manufacturing recording the highest comparative gain of 1.26 percent. Next highest percentage increase will be in Government followed by Finance and Wholesale/Retail Trade. By 1975, the remaining categories of Transportation, Mining, Agriculture, Services and Contract Construction will show slight declines in total employment.

New Jobs in Surveyed Area

Table 3 shows the total number of jobs by industry classification for 1972 as reported by respondents, with total employment for 1973 and 1975 as estimated from data submitted by area industrial firms.

A total of 1,380 new jobs within industries already in operation in the parish was forecast for 1973. This figure, it should be noted, does not include new jobs which will be created by new industries moving into the area, nor does it include replacements needed as a result of deaths, retirements, resignations and outmigration.

An additional 3,679 new jobs has been estimated through 1975.

By June 30, 1973, Wholesale/Retail Trade will have the largest number of new job openings with a total of 332. An additional 600 jobs will be added in this industry between 1973 and 1975 for a total three year total requirement of 932 jobs. Manufacturing will need 478 by 1973 and an additional 436 between 1973 and 1975 for a total three year need of 914 new jobs.

Government will require 367 new people by 1973 and an added 500 by 1975 for a total of 867 new jobs. These three industries, Wholesale/Retail Trade, Manufacturing and Government will account for almost 74 percent of the total new jobs in 1975. Finance, Services, Contract Construction and Transportation also show increases during the three year period. Mining data has reflected

the overall effect of the closing of one mine during 1972, but continued activity at petroleum and natural gas operations are expected to pick up this slack within a few years. As is the case nationally, Agriculture estimated little or no growth in the near future.

Summary of Occupational Requirements

Of all jobs reported in the survey (see Table 8), 22.4 percent required less than a high school education, 66.3 percent required 12 years of education and 11.3 percent required more than a high school education. It may be noted that Contract Construction, Manufacturing and Agriculture had the least stringent education requirements while Government (due probably to civil service regulations) had the most rigid. Even so, Transportation (mainly water) required the highest percentage of high school graduates with Finance, Trade and Mining following next, in order.

Relative to reported minimum experience requirements (see Table 9), 49.8 percent hired employees with no experience, 17.4 percent required one year, 10.8 percent required two years, and 22 percent required over two years of experience. The highest degree of experience was required in petroleum and natural gas mining.

Of all special training reported by respondents (see Table 10), on-the-job training was the most significant with 40 percent of all special training requirements. High school programs in cooperative vocational education ranked second with nearly 15 percent, while special company training (other than on-the-job training) required 12.7 percent, trade and vocational-technical school training 11.4 percent and commercial school training 6.9 percent, in order. The remaining four categories of special training accounted for a total of about 14 percent.

Table 11 indicates that 92 percent of respondents reported some degree of shortage of qualified employees. It will be noted that the greatest percentage of shortages occur in Agriculture, Contract Construction, Transportation, Manufacturing and Mining. It is likewise in these industries that the highest demands exist for qualified mechanical and technical employees.

Vocational-Technical Education Requirements

Vocational-technical education in Louisiana is provided in 33 vocational-technical schools and in comprehensive high and junior high schools. Practically all vocational training programs of a cooperative nature are offered in secondary schools in agriculture, distribution, health, gainful home economics, office education, technical and trade and industrial occupations.

Table 12 shows percentages of all jobs requiring combined vocational-technical and cooperative high school training.

The largest percentage user of vocational-technical training was Contract Construction. Next largest was Wholesale/Retail Trade followed in order by Finance, Services, Manufacturing and Government. Transportation, Agriculture and Mining ranked lowest in vocational-technical requirements and very high in shortages.

SECTION II

Summary and Recommendations

1. A Lafourche Parish average of all employers requires that nearly 28 percent of employees hired have either trade and vocational-technical or vocational high school cooperative training.

2. The shortage of qualified employees is greater than the number requiring in-school vocational training by 30.3 to 27.7 percent respectively.

3. The three comprehensive high schools in Lafourche Parish are not currently filling the demands of business and industry for skilled workers due primarily to budgetary limitations and a previous lack of exact data.

4. All programs currently being offered need expansion and development if they are to meet parish demands which are growing at an annual rate of 6.7 percent.

5. The evidence herein points to the fact that facilities and trained experienced teachers must also grow with the extension of present vocational programs and the introduction of new programs into the schools.

6. Every area of occupational specialty or cluster group presented in the 31 tables in Appendix B shows an anticipated increase in employment by mid-1975 and also shows some degree of scarcity of available qualified employees.

7. The highest scarcities are in water transport, mechanical, structural, construction and manufacturing trades, as well as in the field of new and emerging health services. These areas all call for immediate attention.

8. At present, automobile, diesel mechanics training and welding are the major vocational courses in the areas noted in No. 7 above which are included in Lafourche Parish school curricula.

9. Agriculture and homemaking education programs are currently being deemphasized in favor of cooperative gainful home economics and agri-business.

10. Cooperative distributive and office education programs are filling demands most completely of all vocational programs but are still short of the expected increased needs anticipated in the years ahead.

11. Health occupations are not now offered in the present curricula but show a 23.3 percent scarcity and a projected 26.4 percent increase. This area also calls for immediate attention as noted in No. 7 above.

12. The most urgent needs are in the areas of marine navigation, fitters and metal fabrication, protective services, farm tractor drivers, machine trades, electricians, painters, mechanics, machinists, welders, carpenters, bricklayers,

plumbers, television repairmen, food processors, truck drivers and commodity salesmen. All categories in Table 6 show employee shortages of 40 percent or higher.

13. There is a vitally urgent and immediate need for the above and only a well planned long-range program can provide the answer. Continued inability to supply these vital industry needs can only result in slowing the pace of economic progress in Lafourche Parish.

14. There can be no doubt that only a vocational-technical school in Lafourche Parish with at least one branch because of the territorial length of the parish can provide the answer.

15. A further immediate recommendation is the appointment of a full-time vocational supervisor for Lafourche Parish. The job is demanding and with the variety of federal and state agencies plus the three high schools, the job is one for full-time attention if we are to do something tangible about satisfying the training needs of Lafourche Parish employers.

16. A further suggestion is also offered, namely, that a vocational director to work closely with each principal and the Superintendent of Schools be named in each of the three high schools to coordinate the work of all vocational departments in each school and to ease the administrative burden on each of the principals involved.

17. A long-range planning committee composed of vocational educators, business and industry representatives of the entire parish should be established to formulate advisory plans for submittal to the Superintendent of Schools and the School Board.

18. An immediate program of public relations should be set in motion to influence all concerned with this vital problem of promoting a vocational-technical school for Lafourche Parish.

19. It is likewise recommended that an intensive study of this report be made and that the data submitted by Lafourche Parish employers be followed up by a continuing annual survey for purposes of updating the statistics herein, to include new employers moving into the parish and to furnish an accurate basis for future planning.

20. It is further recommended that the Governor, the Lieutenant Governor and all members of the State Legislature, the State Board and State Department of Education, the Department of Employment Security, the presidents of state colleges and universities, the State Advisory Committee on Vocational Education, the Council on Higher Education, the Public Affairs Research Council, the Louisiana Superport Authority and all news media be furnished copies of this report.

21. Every effort must be undertaken to procure the legislative authority needed to establish a vocational-technical school in Lafourche Parish with all

that it implies, including budgeting and financing. This study constitutes a feasibility report in that direction.

22. It is strongly suggested that provisions be made for an expanded program of adult vocational-technical education fitted to the needs, interests and abilities of potential applicants.

23. Furthermore, consideration should also be given to conducting late afternoon and evening programs, as community centers of learning.

24. Along these same lines, the national trend toward the year around school could be piloted by means of summer programs in vocational education in areas of most urgent need.

25. Finally, Lafourche Parish has done much to demonstrate its leadership along many lines. However, much still remains to be done. The challenge is ever present and growing. What all of us must do is to respond now to the call for even more leadership.

APPENDIX A

TABLE 1

Total Employment in Lafourche Parish (1972)
with Projections for 1973 and 1975

Total Employment			Percent Increase 1972-73	Percent Increase 1972-75
1972	1973	1975		
18,396[1]	19,776[2]	22,075[2]	7.5	20.0[3]

1. Source: Louisiana State Employment Security (Houma)
2. Source: L.S.E.S. and respondent data
3. Average increase per year 6.7 percent

TABLE 2

Total Respondent Employment (1972) and Estimated Needs
for 1973 and 1975
as Reported on Returned Questionnaires

Total Respondent Employment			Percent Increase 1972-73	Percent Increase 1972-75
1972	1973	1975		
8,650	9,300	10,380	7.5	20.0

Source: Respondent employment data for 1972
and respondent estimates for 1973 and 1975

TABLE 3

Total Employment by Industry, Lafourche Parish
Reported and Estimated, 1972, 1973, 1975

Industry	1972		1973		1975	
	Rep'd.	Est'd.	Rep'd.	Est'd.	Rep'd.	Est'd.
Agriculture	78	353	65	307	65	300
Mining	154[1]	843	166	785	173	799
Contract Construction	203	920	202	957	231	1,066
Manufacturing	701	3,177	773	3,655	886	4,091
Transportation, etc.	356	1,613	340	1,608	351	1,620
Trade	972	4,406	1,002	4,738	1,156	5,338
Finance, etc.	248	1,124	262	1,238	327	1,510
Services	629	2,851	637	3,012	731	3,375
Government	686	3,109	735	3,476	861	3,976
Total	4,059[2]	18,396	4,182	19,776	4,781	22,075

Source: Respondent Questionnaires

1. Excludes 32 at one operation closed during 1972

2. Includes 32 at one operation closed during 1972

TABLE 4

Percentage Employment by Industry
Lafourche Parish
1972, 1973, 1975

Industry	Percentage of Total Employment			Increase (Decrease)
	1972	1973	1975	1972-75
Agriculture	1.92	1.55	1.36	(0.56)
Mining	3.80[1]	3.97	3.62	(0.18)
Contract Construction	5.00	4.84	4.83	(0.17)
Manufacturing	17.27	18.48	18.53	1.26
Transportation, etc.	8.77	8.13	7.34	(1.43)
Trade	23.95	23.96	24.18	0.23
Finance, etc.)	6.11	6.26	6.84	0.73
Services	15.50	15.23	15.29	(0.21)
Government	16.90	17.58	18.01	1.11
Total	100.00[2]	100.00	100.00	

Source: Respondent Questionnaires

1. Excludes one mine closed 1972

2. Includes one mine closed 1972

TABLE 5

Total Employment by Skill Classification
1972, 1973, 1975

Skill Classification	Total	Percent 1972	Total	Percent 1973	Total	Percent 1975
Unskilled	1,337	15.4	1,419	15.2	1,564	15.0
Semi-Skilled	1,561	18.0	1,708	18.3	1,942	18.7
Skilled	1,762	20.3	1,922	20.6	2,182	21.0
Clerical	1,128	13.0	1,206	12.9	1,360	13.1
Sales	443	5.1	495	5.3	579	5.5
Semi-Professional/Technical	438	5.0	492	5.2	593	20.8
Professional/Managerial	1,981	22.9	2,058	22.1	2,160	20.8
Total	8,650		9,300		10,380	

Source: Respondent Questionnaires

TABLE 6

Ranked Percentage of Employee Shortage
by Occupational Group, 1972

Rank Order of Shortage		Percentage Employee Shortage	Table No.
1	Captains, Mates, Pilots, etc.	75.0	B-9
2	Metal Fabrication, Fitters, etc.	71.4	B-8
3	Machinists	70.0	B-11
4	Protective Services	63.6	B-12
5	Farm Work, Tractor Drivers	63.6	B-13
6	Miscellaneous Machine Trades	63.6	B-24
7	Miscellaneous Professional/Technical	60.0	B-31
8	Electricians, etc.	58.5	B-3
9	Painters	58.3	B-14
10	Carpenters, Bricklayers, Plumbers	56.8	B-4
11	Television Repairmen	55.6	B-18
12	Mechanics and Machinery Repair	50.5	B-1
13	Welders and Flame Cutters	48.1	B-7
14	Truck Drivers, Heavy and Light	47.1	B-10
15	Salesmen, Commodities	41.5	B-5
16	Miscellaneous Processing	40.9	B-23
17	Processing, Foods, etc.	40.0	B-16

Source: Respondent Questionnaires

TABLE 7

Frequency of Special Training

Type of Training	Percentage of Reported Jobs Requiring Training
On-the-Job	40.4
Special High School (Co-Op)	14.8
Special Company	12.6
Trade and Vocational-Technical	11.3
Commercial School	6.9
Union Apprenticeship	4.4
Junior College (2-Year)	3.9
No Special Training	3.2
College (4-Year)	2.5
Total	100.0

Source: Respondent Questionnaires

TABLE 8

Percentage of Minimum Education Required
as Reported by Respondents, 1972, by Industry

Industry	Minimum Education Required		
	Less Than 12	12	More Than 12
Agriculture	32.0	60.0	0.8
Mining	21.6	70.3	8.1
Contract Construction	42.4	52.5	5.1
Manufacturing	37.0	54.7	8.3
Transportation, etc.	8.0	88.5	3.5
Trade	21.0	72.0	7.0
Finance, etc.	10.5	76.3	13.2
Services	16.9	65.6	17.5
Government	2.4	56.7	19.9
Total	22.4	66.3	11.3

Source: Respondent Questionnaires

TABLE 9

Percentage of Minimum Experience Required
as Reported by Respondents, 1972, by Industry

Industry	Minimum Experience Required			
	None	1 Year	2 Years	More
Agriculture	32.0	12.0	12.0	44.0
Mining	16.2	10.8	10.8	62.2
Contract Construction	40.7	13.6	23.7	22.0
Manufacturing	32.8	20.8	11.5	34.9
Transportation, etc	54.0	10.4	8.0	27.6
Trade	41.9	19.8	9.2	21.1
Finance, etc.	61.8	23.7	5.3	9.2
Services	64.5	14.6	11.3	9.6
Government	48.0	17.5	11.7	22.8
Total	49.8	17.4	10.8	22.0

Source: Respondent Questionnaires

TABLE 10

Percentage of Special Training Required
as Reported by Respondents, 1972, by Industry

Industry	On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
Agriculture	35.5	9.7	6.4	6.4	22.6	-0-	9.7	9.7	-0-
Mining	51.4	28.6	5.7	1.4	5.7	1.4	4.3	1.4	-0-
Contract Construction	35.5	-0-	23.7	3.6	20.0	2.7	9.1	1.8	3.6
Manufacturing	43.5	16.4	14.0	2.4	13.7	3.4	1.6	1.8	3.2
Transportation, etc.	50.6	23.4	7.2	4.5	3.9	2.6	7.8	-0-	-0-
Trade	39.4	11.0	11.6	9.0	18.8	3.1	6.2	2.0	5.3
Finance, etc.	38.4	13.6	8.8	16.8	13.6	4.0	1.6	2.4	0.8
Services	34.4	7.4	12.1	11.7	17.2	5.7	3.6	4.0	3.8
Government	40.4	14.4	13.0	10.1	9.7	5.4	2.2	3.2	1.4
Total	40.0	12.7	11.4	6.9	14.9	3.9	4.4	2.5	3.3

Source: Respondent Questionnaires

TABLE 11

Percentage Supply of Qualified Employees
as Reported by Respondents, 1972, by Industry

Industry	Percentage of Supply			
	Short	Adequate	Over	Not Available
Agriculture	52.0	16.0	-0-	32.0
Mining	40.5	51.4	8.1	-0-
Contract Construction	50.8	35.6	-0-	13.6
Manufacturing	44.3	45.3	6.3	4.1
Transportation, etc.	46.0	48.3	3.4	2.3
Trade	25.4	54.8	8.7	11.1
Finance, etc.	15.8	52.6	10.5	21.1
Services	27.8	53.3	12.6	6.3
Government	16.4	69.0	13.4	1.2
Total	30.3	52.7	9.0	7.9

Source: Respondent Questionnaires

TABLE 12

Percentage of Industry Groups Requiring Vocational-Technical and Special High School Cooperative Training and Percentage of Qualified Employees in Short Supply, by Industry, 1972

Industry	Percentage Requiring Vocational-Technical & High School Co-Op.	Percentage in Short Supply
Agriculture	9.7	52.0
Mining	9.5	40.5
Contract Construction	40.0	50.0
Manufacturing	27.7	44.3
Transportation, etc.	11.0	46.0
Trade	32.8	25.4
Finance, etc.	30.4	15.8
Services	29.3	27.8
Government	22.8	16.4
Total Average	27.7	30.3

Source: Respondent Questionnaires

APPENDIX B

TABLE B-1

Machine Trades Occupations
Mechanics and Machinery Repairmen

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
208	11.5	30.3	50.5	40.9	1.1

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
37.6	60.2	2.2	29.0	17.2	16.1	37.6

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
38.1	12.7	19.9	6.6	16.0	-0-	4.5	0.5	1.7

Source: Respondent Questionnaires

A total of 208 employees were reported for this occupational group. Of this total, 60.2 must have had a high school education, and 37.6 percent needed less than 12 years to qualify. About 71 percent of all employees must have had at least one year of experience before entry and of these nearly 54 percent must have had at least two years of experience. Over 50 percent must have had on-the-job or special company training. Vocational-technical and high school cooperative training are needed by an added 36 percent. A 30.3 percent increase was forecast for 1975 and 50.5 percent of the employees in this occupation were listed as being in short supply; that is, qualified employees were difficult to find.

TABLE B-2

Secretarial, Typing, Filing and Related Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
532	1.3	12.78	14.5	64.1	14.1

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
16.5	59.1	24.3	61.0	22.5	9.3	7.2

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
33.1	7.5	9.6	14.7	24.1	5.2	1.2	1.0	4.0

Source: Respondent Questionnaires

This occupational area ranked first in the reported employment with 532 jobs. 59.1 percent must have a high school diploma and 24.3 percent must have had more than a high school education. A total of 39 percent must have had one year or more experience, while the balance of 61 percent are hired with no experience. On-the-job training, high school cooperative training and commercial school training account for nearly 72 percent of training requirements. A modest 14.5 percent were in short supply. An increase of about 13 percent is expected by 1975.

TABLE B-3

Electricians - Electrical Assembling, Installing and Repair Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
122	18.9	32.0	58.5	39.1	2.4

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
9.8	85.4	4.8	51.2	7.3	17.1	24.4

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
40.2	20.7	16.1	-0-	11.5	3.4	6.9	1.1	-0-

Source: Respondent Questionnaires

A total of 122 was reported for this occupation and a projected increase of 32 percent is expected for 1975. Over 85 percent must have completed high school and a total of over 48 percent required one or more years of experience. It may be noted that nearly one-fourth of those hired were expected to have over two years experience. On-the-job and special company training accounted for nearly 61 percent of special training, and vocational-technical and special high school cooperative training followed with 27.6 percent. Union apprenticeship was nearly 7 percent. A high percentage of 58.5 was considered by employers to be in short supply.

TABLE B-4

Construction Occupations - Carpenters, Bricklayers, Plumbers, Etc.

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
116	3.4	17.2	56.8	37.8	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
45.9	54.1	-0-	35.1	10.8	18.9	35.1

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech Schoo	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
37.2	7.5	23.9	-0-	19.4	-0-	7.5	1.5	3.0

Source: Respondent Questionnaires

A total of 116 were reported for these occupations in the construction industry for 1972 with an increase of 32 percent estimated for 1975. Over 54 percent required a high school education, and while 35.1 percent hired those with no experience, the balance of 65 percent looked for one or more years of job experience. On-the-job and special company training ran only slightly ahead of the combined vocational-technical school and high school cooperative training. These totals were 44.7 and 43.4 percent respectively. As in other mechanical and building trades occupations, the shortage was a high 56.8 percent.

TABLE B-5

Saleswork, Commodities

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
82	17.1	47.6	41.5	48.8	4.9

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
4.9	87.8	7.3	36.6	24.4	14.6	24.4

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
40.5	16.7	3.6	7.0	11.9	4.8	8.3	2.4	4.8

Source: Respondent Questionnaires

Qualified commodity salesmen are expected to nearly double by 1975 over the 82 reported for 1972. A high of nearly 88 percent are expected to be high school graduates. While about 37 percent are hired with no experience, the majority of 63 percent must have one or more years. Over 57 percent must have some on-the-job and special company training, 15 percent must present vocational-technical or special high school cooperative training. A surprising 8.3 percent went through union apprenticeship. This class of worker also showed a difficulty to fill by 41.5 percent.

TABLE B-6

Computing and Account Recording Operations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
280	12.1	34.3	14.9	66.0	9.6

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
10.6	79.8	9.6	58.5	18.1	12.8	10.6

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
39.3	9.2	8.6	11.7	20.2	6.1	3.7	0.6	0.6

Source: Respondent Questionnaires

This group includes bookkeepers, tellers, computer and key punch operators and shows a projected increase of 34.3 percent over the 280 reported for 1972. The shortage reported was not acute as for other occupations with the difficulty of filling jobs at a low 15 percent. Less than 11 percent had less than a high school education, nearly 10 percent had more than 12 years. Over 58 percent were hired with no experience but a total of over 47 percent had special high school cooperative, commercial school, vocational-technical, junior college or college training. On-the-job and special company training was required of 48.5 percent.

TABLE B-7

Welders, Flame Cutters and Related Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
165	3.6	26.1	48.1	29.6	11.1

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
51.9	44.4	3.7	25.9	29.7	14.8	29.6

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
32.7	10.9	25.4	-0-	16.4	1.8	9.1	1.8	1.8

Source: Respondent Questionnaires

While 165 were reported in these occupations for 1972, and an increase of over 26 percent is estimated for 1975, the shortage of 48 percent represents an acute condition spread throughout the parish in a variety of industries dependent upon an adequate supply of this skill. On-the-job and special company training accounts for over 43 percent of special training, but vocational-technical and high school cooperative training ranks very close with 41.8 percent combined. As for other mechanical trades apprenticeship here provides 9.1 percent. Nearly 52 percent have less than 12 years education, but the experience picture shows about 74 percent with one or more years required.

TABLE B-8

Fitters, Sheet Metal Workers, Body Repairmen, Etc.

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
94	10.6	39.4	71.4	21.4	7.2

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
28.6	28.6	42.8	28.6	42.8	7.1	21.4

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
46.2	15.4	15.4	3.8	7.6	-0-	7.6	-0-	3.8

Source: Respondent Questionnaires

Employer data confirm the continuous newspaper advertising for qualified and experienced employees in these categories. The shortage of over 71 percent is reflected in the over 71 percent experience requirement and over 71 percent with high school or better education. Over 61 percent also receive on-the-job and special company training. Vocational-technical and high school cooperative training combined supplies but only a little over 22 percent of the special training required. An increase of nearly 40 percent is estimated by 1975 over the 94 employed in 1972 by respondent employers.

TABLE B-9

Captains, Mates, Pilots, Etc.

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
96	1.04	16.7	75.0	16.7	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
50.0	41.7	8.3	8.3	16.7	33.3	41.7

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
57.1	4.8	9.5	14.3	-0-	-0-	14.3	-0-	-0-

Source: Respondent Questionnaires

Although 96 percent were reported for 1972 and a 17 percent increase is expected for 1975, the major items of interest here are the very high percentages of scarcity of qualified employees (75 percent), the experience requirements (nearly 92 percent) of one year or more, the highest percentage of union apprenticeship (14.3) and the nearly 62 percent of on-the-job and special company training. The lack of high school cooperative training and the low 9.5 percent of vocational-technical school training indicate need for a parish priority of training for this type of water transportation skill.

TABLE B-10

Truck Drivers

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
76	9.2	26.3	47.1	47.1	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
64.7	35.3	-0-	35.3	35.3	-0-	29.4

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
42.3	11.5	19.2	3.8	15.4	-0-	3.8	-0-	3.8

Source: Respondent Questionnaires

There are many truck drivers on the roads, but the lack of qualified drivers for light and heavy trucks is evident by the 47 percent shortage and the 26.3 percent estimated increase by 1975. The combined factors of nearly 65 percent with less than 12 years education plus the 35 percent hired with no experience may be part of the problem. Over 53 percent receive on-the-job and special company training, and nearly 35 percent are expected to have vocational-technical or special high school cooperative training. Part of this problem could be resolved by higher educational requirements and increased vocational training.

TABLE B-11

Machine Trades Occupations
Machinists

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
16	6.3	23.8	70.0	20.0	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
40.0	60.0	-0-	10.0	-0-	40.0	50.0

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
37.5	12.5	25.0	4.1	12.5	4.1	4.1	-0-	-0-

Source: Respondent Questionnaires

The low number (16) of master machinists employed by respondents who expect a 24 percent increase by 1975 is a relatively poor sample of the number reportedly employed. The data obtained, however, do point specifically to the long-term experience needed to qualify in this area. The shortage of 70 percent indicates the difficulty that employers face. A high school education is required of six of every ten hired, and on-the-job and special company training is also required of 60 percent. Vocational-technical and special high school cooperative training accounts for 37.5 percent of all special training required, but the fact that fully one-half must have more than two years of job experience shows the need for an early start in this type of skill training. Increased vocational training appears to be a vital need here.

TABLE B-12

Protective Services

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
84	9.5	27.6	63.6	27.3	9.1

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
36.4	63.6	-0-	72.7	-0-	9.1	18.2

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
67.0	33.0	-0-	-0-	-0-	-0-	-0-	-0-	-0-

Source: Respondent Questionnaires

Protective services, particularly in police departments and sheriff's offices, show a high scarcity of upper echelon specialists. The fact that 100 percent of the special training required is furnished by the departments and by state and federal agencies is reflected in the nearly 73 percent of those hired with no experience. Practically 64 percent need a high school education, but this could profitably be raised. The number employed in 1972 is expected to increase by almost 28 percent by 1975. A difficulty here appears to be the recruitment problem.

TABLE B-13

Miscellaneous Farming and Related Occupations including Farm Tractor Drivers

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
49	-0-	-0-	63.6	27.3	9.1

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
63.6	27.3	9.1	18.2	-0-	18.2	63.6

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
56.1	25.0	-0-	-0-	6.3	-0-	-0-	6.3	6.3

Source: Respondent Questionnaires

Despite the fact that regularly employed farm workers reflect no increases through 1975, overall superintendents and tractor drivers are 64 percent in short supply. Similar to some other occupations, experience of two or more years is required for employment in 81.8 percent of hirings, and 81.1 percent require on-the-job or special company training. However, there is a low level of educational attainment shown in the data reporting nearly 64 percent with less than a high school education. It is evident that tractor driver training could well be offered in vocational schools and high school programs.

TABLE B-14

Painters and Spray Painters

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
22	50.0	64.0	58.3	41.7	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
67.0	33.0	-0-	33.3	33.3	16.7	16.7

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
57.8	5.3	15.8	-0-	15.8	-0-	5.3	-0-	-0-

Source: Respondent Questionnaires

Here is another trade reporting a high scarcity, 58.3 percent with a majority of 67 percent requiring one or more years of experience. But once again the educational requirement is low, although over 31 percent prefer trade school or special high school vocational training. Over 63 percent require a combination of on-the-job and special company training. A 64 percent increase is expected in the number employed by mid-1975. This is another area in which more vocational training is indicated since only 5.3 percent are union apprenticed.

TABLE B-15

Miscellaneous Sales and Merchandising Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
394	.04	10.4	5.5	70.0	17.3

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
18.2	80.0	0.8	66.4	14.5	4.6	14.5

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
49.7	6.9	6.3	1.9	20.8	0.6	1.9	1.2	10.7

Source: Respondent Questionnaires

Sales and merchandising occupations are fairly well supplied with only a 5.5 percent shortage, mainly in those occupations requiring greater expertise. It is notable that 80 percent require high school graduation, and 66.4 percent are hired without experience. A good 27 percent require vocational-technical school or special high school cooperative training. Nearly 57 percent provide on-the-job and special company training programs. This area represents the largest group of occupations thus far which is indicative of the leadership of the Wholesale/Retail Industry in Lafourche Parish. A 10.4 percent increase is estimated for 1975.

TABLE B-16

Processing, Foods and Related Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
79	7.6	11.4	40.0	60.0	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
46.7	53.3	-0-	46.7	33.3	6.7	13.3

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
61.9	19.0	4.8	-0-	9.5	-0-	4.8	-0-	-0-

Source: Respondent Questionnaires

This area covers a variety of food processors including pre-mix operators, shellfish shuckers, sugar boilers, cannery workers, etc. An 11 percent increase is projected for 1975 with a 40 percent shortage of qualified employees. Over 53 percent of hirings require one or more years of experience and also 12 years of education. Nearly 81 percent provide on-the-job and special company training, but only 14.3 percent require vocational-technical school or high school cooperative training. Since 46.7 percent are hired without either a high school diploma or any experience, it appears that employer training is a necessity.

TABLE B-17

Extraction of Minerals

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
63	3.2	9.5	33.3	22.2	11.1

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
44.4	55.6	-0-	11.1	-0-	11.1	77.8

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
69.2	23.0	-0-	-0-	-0-	-0-	7.7	-0-	-0-

Source: Respondent Questionnaires

The largest number of employees in this group were pumper gaugers, followed by oil well acidizers, and foremen. The 33 percent shortage can be understood in terms of the nearly 78 percent requiring over two years experience. In this area, over 92 percent provides on-the-job and special company training programs with no other special training outside of union apprenticeship. A large 44.4 percent are hired with less than 12 years of education, and nearly 10 percent more employees will be hired before mid-year 1975.

TABLE B-18

Television Repairmen

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
9	-0-	22.2	55.6	-0-	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
-0-	60.0	40.0	40.0	20.0	40.0	-0-

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
23.8	19.0	19.0	-0-	9.5	9.5	19.0	-0-	-0-

Source: Respondent Questionnaires

TV repairmen represent a low number of employees reported but still sufficient to show a potential increase of 22 percent by 1975 and a 55.6 scarcity. Of special note is the education requirement with 60 percent having a high school education as a minimum and 40 percent more than 12 years. Also notable is the 19 percent apprenticeship, the 42.8 percent on-the-job and special company training and the nearly 25 percent requiring vocational-technical or special high school cooperative training. While 40 percent are hired without experience, 60 percent must have one or more years of experience. More special high school training is a definite need in this area.

TABLE B-19

Material and Productions Recording Operations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
17	11.8	22.0	18.2	63.6	18.2

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
-0-	72.7	27.3	18.2	27.3	9.0	45.5

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
50.0	10.0	5.0	10.0	5.0	5.0	5.0	-0-	10.0

Source: Respondent Questionnaires

Most of those in this category are warehousemen who are expected to increase 22 percent by 1975. The shortage is 18.2 percent with a general adequacy of supply. Educational requirements are for high school or more education but a large 45.5 percent calls for employees with two or more years of experience. On-the-job and special company training provides 60 percent of special training with the remaining fairly evenly scattered among other types.

TABLE B-20

Information and Message Distribution Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
141	(17.0)	(7.0)	6.3	68.8	27.9

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
31.3	68.7	-0-	78.1	12.5	3.1	6.2

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
65.3	23.9	4.3	-0-	-0-	-0-	-0-	-0-	2.2

Source: Respondent Questionnaires

This category includes mail clerks, mail carriers, telephone and PBX operators primarily. The decreases indicated above were in the demand for PBX operators. All others increased by 1975. The shortage is relatively minor being only 6.3 percent. Nearly 69 percent must be high school graduates and 78.1 percent are hired without experience. Over 89 percent receive on-the-job and special company training. There is room here for expanded vocational programs.

TABLE B-21

Barbering, Cosmetology and Related Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
34	20.6	41.2	22.2	48.1	22.2

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
44.4	40.7	14.8	81.5	11.1	3.7	3.7

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
18.4	2.6	23.7	39.5	13.2	-0-	2.6	-0-	-0-

Source: Respondent Questionnaires

An increase of over 41 percent is estimated in this area with all of the increase and two-thirds of the shortage in barbering. Although these are licensed occupations, over 44 percent require less than 12 years education. This is offset, to some extent, by the combined total of 76.2 percent in special training required from commercial school, vocational-technical school and special high school cooperative training. On-the-job and special company training accounts for but 21 percent. Possession of a barber school diploma and license accounts for the 81.5 percent hirings under the heading of no experience, although 18.5 percent require one or more years of experience. No barbering or beauty schools are located in Lafourche Parish.

TABLE B-22

Food and Beverage Preparation and Service

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
226	11.7	30.1	24.3	48.7	13.5

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
47.2	52.8	-0-	54.1	18.9	16.2	10.8

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
46.4	8.9	16.1	-0-	19.6	-0-	1.8	-0-	8.9

Source: Respondent Questionnaires

This category includes waitresses, bartenders, cooks, cashier-cooks, meat cutters and kitchen helpers. An increase of 30.1 percent over the 226 reported employees in 1972 is forecast for 1975 and the number of qualified personnel is 24.3 percent in short supply. Nearly 53 percent are required to be high school graduates. Over 54 percent are hired with no experience but nearly 36 percent must have vocational-technical school or special high school cooperative training. Over 55 percent are given on-the-job or special company training.

TABLE B-23

Miscellaneous Processing Operations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
94	5.3	18.1	40.9	45.5	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
22.8	77.3	-0-	18.2	27.3	18.2	36.3

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
57.1	22.8	5.7	-0-	8.6	2.9	2.9	-0-	-0-

Source: Respondent Questionnaires

This category includes sandblasters, pulp foremen and cooks, bleach operators, pumpers, mix-machine operators, machine tenders, process operators, etc., in metal, paper, petroleum, chemicals, etc. The estimated increase by 1975 of 18.1 percent will depend largely upon satisfying the shortage of nearly 41 percent. Of all employees hired, over 77 percent must have a high school education. Some experience of one or more years is required of over 81 percent. Practically 81 percent receive on-the-job or special company training and over 14 percent are required to have either vocational-technical school or special high school cooperative training.

TABLE B-24

Miscellaneous Machine Trades Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
18	-0-	17.0	63.6	36.7	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
18.2	81.8	-0-	36.4	18.2	-0-	45.4

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
47.6	14.3	14.3	-0-	4.8	-0-	19.0	-0-	-0-

Source: Respondent Questionnaires

This category includes tool operators, shop supervisors, finishing room foremen, printing operations, wood machining, trim operators, oilers, etc. The group indicated a 17 percent increase by 1975 and a shortage of about 64 percent. Nearly 82 percent required 12 years of schooling. In terms of experience, over 36 percent were hired with none, but the remainder all required one or more years. Nearly 62 percent required on-the-job or special company training, and 19.1 percent looked for either vocational-technical school or special high school training. A high 19 percent required union apprenticeship training.

TABLE B-25

Miscellaneous Bench Work Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
27	-0-	-0-	38.9	55.6	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
11.1	83.3	5.6	50.0	16.7	11.1	22.2

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
47.0	14.7	17.6	-0-	11.8	-0-	8.8	-0-	-0-

Source: Respondent Questionnaires

This group included service technicians, locksmiths, quality control inspectors, gas governor repairmen, optician repairmen, upholsterers and seamstresses. Employment is expected to remain about the same with no increase or decrease, although the scarcity is about 39 percent. A high school education or more is required of nearly 89 percent. While half of the hirings have no experience, over 22 percent require more than two years. On-the-job and special company training is given to 61.7 percent, and 29.4 percent are vocational-technical school or special high school cooperative trainees. Union apprenticeship accounts for nearly 9 percent.

TABLE B-26

Miscellaneous Structural Work Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
87	2.3	9.2	24.1	44.8	3.4

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
79.3	20.7	-0-	37.9	13.8	24.1	24.1

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
60.0	8.6	8.6	-0-	8.6	-0-	2.9	-0-	11.4

Source: Respondent Questionnaires

This category includes those not reported in special tables in this section and includes plasterers, cement finishers, pile driver and dragline operators, shop and labor foremen, plant and equipment operators. A 9.2 percent increase is expected over the 87 employed in 1972, but the shortage is rated at 24.1 percent. It is to be noted that over 79 percent hire those with less than a high school education and 37.9 with no experience. Nearly 69 percent require on-the-job or special company training and 17.2 percent require vocational-technical or special high school cooperative training.

TABLE B-27

Miscellaneous Transportation Work Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
216	-0-	4.2	26.1	69.6	-0-

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
34.8	65.2	-0-	82.6	8.7	-0-	8.7

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
47.4	7.9	18.4	2.6	21.1	-0-	-0-	-0-	2.6

Source: Respondent Questionnaires

This group includes school bus drivers, service station attendants, and oil pipeliners, boiler operators and pipeline gagers. This category as a whole estimates a 4.2 increase by 1975 and shows a scarcity of 26.1 percent. A high school education is required for 65.2 percent, and lack of experience is no hindrance since nearly 83 percent are hired with none. However, in the matter of special training, 55.3 percent require on-the-job or special company training, and 39.5 percent need vocational-technical or special high school cooperative training.

TABLE B-28

Varied Occupations (N. E. C.)*

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
104	5.8	6.7	31.3	56.3	9.4

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
18.8	71.9	9.3	31.3	21.9	12.5	34.3

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
49.0	17.5	8.8	1.8	12.3	3.5	5.3	-0-	1.8

Source: Respondent Questionnaires

This category includes packaging and materials handling, production and distribution of utilities, and graphic art work. About a 7 percent increase is indicated for mid-1975. Over 81 percent are required to have a minimum of 12 years of education despite the 31.3 percent shortage. In experience, almost 69 percent must have one or more years. Some 66.5 percent must have on-the-job or special company training, and over 21 percent are required to have vocational-technical or special high school cooperative training.

* N. E. C. - Not elsewhere classified

TABLE B-29

Miscellaneous Managerial Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
225	(16.4)	(6.7)	28.7	54.9	3.3

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
14.4	53.0	32.6	27.3	14.4	8.3	50.0

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Apprenticeship	4-Year College	No Special Trng.
33.0	21.0	3.6	7.5	9.4	8.5	5.4	9.4	2.2

Source: Respondent Questionnaires

This group includes managers of various kinds such as store, wholesale and retail, sales, personnel, office, business, branch, district, loan and dormitory managers. A decrease of nearly 7 percent is estimated for 1975, but the shortage is still about 29 percent. Educational requirements are 53 percent for high school graduates and nearly 33 percent for more than 12 years. This is further shown by the special training requirements of nearly 21 percent for vocational-technical, commercial and high school cooperative training and an added 17.9 percent of junior college and 4-year college education. In addition, 54 percent require on-the-job and special company training. Half of the employees hired must have over two years experience.

TABLE B-30

Health Occupations, excluding Doctors

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
174	9.8	26.4	23.3	47.9	13.7

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
4.1	61.6	34.3	74.0	11.0	4.0	11.0

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
33.0	6.0	13.0	6.0	12.0	10.0	6.0	11.0	3.0

Source: Respondent Questionnaires

Health occupations are on the increase considerably as indicated by the estimated increase of 26.4 percent anticipated by 1975. Included in this group are professionals or paraprofessionals such as pharmacists and assistants, nurses, X-ray and laboratory technicians and assistants, medical and dental technicians. While the percent of qualified employees is over 23 percent in short supply, the high school education requirement of 61.6 percent and the 34.3 percent of over 12 years fits in with the 21 percent of junior college and 4-year college special training required. Some 39 percent want on-the-job or special company training, and one-fourth of all requires vocational-technical school or special high school cooperative training.

TABLE B-31

Miscellaneous Professional, Semi-Professional and Technical Occupations

Number Employed	Percentage Increase or (Decrease)		Percent Supply of Qualified Employees		
1972	by 1973	by 1975	Short	Adequate	Over
139	2.9	17.3	60.0	38.3	1.7

Percentage Minimum Years Education Required			Percentage Minimum Years of Experience			
Below 12	12	Over 12	0	1	2	More
8.2	70.5	21.3	37.7	16.4	9.8	36.1

Percentage Requiring Special Training by Type								
On The Job	Special Company Trng.	Trade & Vo-Tech School	Com'l. School	Special H. S. Co-Op	2-Year Junior College	Union Appren-ticeship	4-Year College	No Special Trng.
34.7	16.9	12.1	6.4	7.2	7.2	6.4	8.1	1.0

Source: Respondent Questionnaires

This group is a miscellany of draftsmen, instrument technicians, engineering assistants, purchasing agents, field superintendents, superintendents of mails, welfare technicians and engineers. The number is expected to increase by 17.3 percent by mid-1975 although the shortage is a high 60 percent. Educational standards are high, requiring nearly 71 percent high school and over 21 percent above high school. This is shown in the special training required with 15.3 percent requiring junior or 4-year college and over one-fourth requiring vocational-technical, commercial or high school cooperative training. While nearly 38 percent are hired without job experience, the balance require one or more years of experience.

APPENDIX C

CONFIDENTIAL QUESTIONNAIRE

SURVEY OF MANPOWER AND TRAINING NEEDS

SECTION I - GENERAL

This questionnaire is designed to collect and develop statistical data concerning present and future manpower needs in the Lafourche Parish area.

The information obtained will be used by the Lafourche Parish School Board as an aid in planning to meet your labor skills needs through expanded and improved vocational, technical and trades training programs.

All information will be held in strictest confidence. No firm names will be used, nor will individual organizations be listed in tables, reports or summaries in any way.

Name of Organization _____ Phone _____

Street Address _____

Mailing Address _____

City/Town _____ State _____ Zip Code _____

Name of Person Completing Questionnaire _____ Title _____

For LPSB Use ONLY

Firm Index No. _____

S.I.C. Code _____

Firm Size Code _____

Type of establishment and short description of major activities (see examples below).

_____

_____

_____

Examples:

Supermarket - we retail groceries, beverages, meats and non-food items.

Electrical Contractor - we contract for kinds of electrical work in home and commercial construction.

Farm Equipment Manufacturer - our company manufactures heavy farm equipment including loaders, tractors, cultivators and materials handling equipment.

CONFIDENTIAL

SECTION II - GENERAL EMPLOYMENT INFORMATION

INSTRUCTIONS FOR COMPLETING QUESTIONS IN SECTION II

1. Each question from number 1 through number 7 contains three simple parts concerning the number of your employees in each of seven skills classifications. There is a separate question for each class. No employee should be listed in more than one place.

   Some of these classifications may not apply to your organization. Skip these.

2. Under the block containing each question is the official definition for each class as given in the U.S. Dictionary of Occupational Titles (D.O.T.). These definitions, and the examples of each class in Appendix A, will help you in completing the questions.

3. Questions 8 and 9 need no explanation.

4. Section III has its own instructions.

5. Only pages R-1, R-3, R-4, R-5 and R-8 need be returned in the postage-paid envelope enclosed.

6. If you have any questions, you may contact any member of the Committee or Frank Kennedy at Thibodaux, Louisiana, telephone number 446-8723 from 8:00 A.M. to 1:00 P.M., or 446-1429 from 2:00 P.M. to 5:00 P.M.

CONFIDENTIAL - SECTION II

UNSKILLED OCCUPATIONS

1. How many unskilled employees did you have on June 30, 1972? _____

   How many unskilled employees do you expect to have by June 30, 1973? _____

   How many unskilled employees do you expect to have by June 30, 1975? _____

Definition: Includes manual occupations involving performance of simple duties that may be learned within a short period of time and that require little or no individual judgment. Generally, such occupations do not require previous experience in the specific job in question, and duties may vary from those involving a minimum of physical exertion to those of heavy physical work.

SEMI-SKILLED OCCUPATIONS

2. How many semi-skilled employees did you have on June 30, 1972? _____

   How many semi-skilled employees do you expect to have on June 30, 1973? _____

   How many semi-skilled employees do you expect to have on June 30, 1975? _____

Definition: Semi-skilled employees work as machine operators, as helpers or assistants to skilled workers. Semi-skilled workers generally work with their hands; many times, they have had only brief on-the-job training. The ability to learn new tasks is perhaps more important for the entry semi-skilled workers than is educational attainment. Most tasks are routine and automatic.

SKILLED OCCUPATIONS

3. How many skilled employees did you have on June 30, 1972? _____

   How many skilled employees do you expect to have on June 30, 1973? _____

   How many skilled employees do you expect to have on June 30, 1975? _____

Definition: Skilled employees help to transform ideas and plans of professional workers into goods and services, and are employed in almost every branch of industry. Skilled workers must have a thorough knowledge of the processes involved in their work. They exercise considerable independent judgment and often need a high degree of manual dexterity. In some instances they are responsible for valuable equipment or products. Workers in skilled occupations usually receive extensive training. Most are employed in mechanical and building trades.

CONFIDENTIAL - SECTION II

CLERICAL OCCUPATIONS

4. How many clerical employees did you have on June 30, 1972? _____

   How many clerical employees do you expect to have on June 30, 1973? _____

   How many clerical employees do you expect to have on June 30, 1975? _____

Definition: Clerical occupations are concerned with the preparation, transcribing, transferring, systematizing or preserving of written communications and records in offices, shops, stores and other places where such functions are performed. Most of these occupations are performed by mental and manual processes, but a few include in part or whole the operation of various office machines.

SALES OCCUPATIONS

5. How many sales employees did you have on June 30, 1972? _____

   How many sales employees do you expect to have by June 30, 1973? _____

   How many sales employees do you expect to have by June 30, 1975? _____

Definition: Sales occupations are concerned with the sale of commodities, investments, real estate and services. Occupations which do not involve actual sales, but do involve customer (or prospective customer) contact for promotion or goodwill, are included in this group.

SEMI-PROFESSIONAL AND TECHNICAL OCCUPATIONS

6. How many semi-professional and technical employees did you have on June 30, 1972? _____

   How many semi-professional and technical employees do you expect to have by June 30, 1973? _____

   How many semi-professional and technical employees do you expect to have by June 30, 1975? _____

Definition: Semi-professional employees are concerned with the theoretical or practical aspects of fields of endeavor that require extensive education or practical experience for the proper performance of the work. However, such fields are less demanding with respect to background, the need for initiative or judgment in dealing with complicated work situations, than those fields which are considered as "professional." Semi-professionals and technicians apply established techniques and methods toward the solution of practical problems encountered in the field of specialization. They usually become qualified through institute-type training, experience or some combination of both.

CONFIDENTIAL - SECTION II

PROFESSIONAL AND MANAGERIAL OCCUPATIONS

7. How many professional and managerial employees did you have on June 30, 1972? _____

   How many professional and managerial employees do you expect to have by June 30, 1973? _____

   How many professional and managerial employees do you expect to have by June 30, 1975? _____

Definition: This group predominately requires a high degree of mental activity by the worker and is concerned with theoretical or practical aspects of complex fields of human endeavor. Such occupations require for the proper performance of the work either extensive or comprehensive academic study or experience of such scope and character as to provide an equivalent background, or a combination of such education and experience.

8. What was the total number of employees on your payroll on June 30, 1972 (the sum of questions one through seven)? _____

9. Most employment tends to be seasonal to some extent. For example, most retail firms will experience peak sales and peak employment during the Christmas season. In Section A, please enter your highest total employment for the 12-month period which began July 1, 1971, and the month in which it occurred; in Section B, enter your lowest total employment for the 12-month period and the month in which it occurred.

   A. Largest number of people on payroll at one time between July 1, 1971, and June 30, 1972 _____

   B. Smallest number of people on payroll at one time between July 1, 1971, and June 30, 1972 _____

   C. What percentage of this difference was due to seasonal variation (rather than a general increase or decrease in business)? _____ %

CONFIDENTIAL

SECTION III - JOB TITLE, EDUCATION & TRAINING REQUIREMENTS

SKILLED, CLERICAL, SALES, AND SEMI-PROFESSIONAL/TECHNICAL OCCUPATIONS

INSTRUCTIONS FOR COMPLETING THIS SECTION

This section concerns job title descriptions, education, experience and special training requirements in the occupations you listed in questions one through seven, Section II.

In the columns following these instructions, please fill in the job title for each occupational classification and for each one entered complete the items listed below:

Column A:
Enter job title for each occupation.

Column B:
Enter number of employees in each occupation on payroll on June 30, 1972.

Column C:
Enter minimum number of years of education required. (Indicate the number of years by using the grade year. A high school education is "12". A requirement for 2 years of college is "14", etc.)

Column D:
Enter number of years' experience before applicant will be considered for employment.

Column E:
Check kind(s) of special training required for each occupation. Check as many as needed from following list of nine kinds. Column E numbers correspond to the numbered items below:

1. On-the-Job Training (OJT): working on assigned job at same time that instruction is given.

2. Formal Company Training Program (other than OJT): classroom training given on company premises by company personnel or hired instructors.

3. Trade and Vo-Tech School Training: training given by state or private vocational schools.

4. Commercial School Training: training given by privately-operated schools in business, secretarial and clerical skills, data processing, cosmetology, etc.

5. Special High School Training: vocational training received while still in high school in co-op agriculture, office education, distributive education, gainful home economics, electronics, welding, auto and diesel mechanics, etc. Usually includes supervised OJT training.

(continued on next page)

CONFIDENTIAL - SECTION III

INSTRUCTIONS (continued)

6. Junior or Community College Training: training received in two-year colleges following high school.

7. Apprenticeship Training: training generally carried out under union supervision over a period of several years. Sometimes includes Vo-Tech school training in addition to actual work experience.

8. College Education: graduation from four-year college and degree.

9. No special training required.

Column F:
Men only hired, check "M"; women only hired, check "F"; men and/or women hired, check "E" (either).

Column G:
For each occupation, indicate the total number of employees you expect to have on your payroll in that occupation on June 30, 1973.

Column H:
For each occupation, indicate the total number of employees you expect to have on your payroll in that occupation on June 30, 1975.

Column I:
Indicate the employee supply condition, that is, the supply of people available in your area to fill your needs for each occupation as of June 30, 1972.

"S" indicates short supply in this occupation.
"E" indicates enough to satisfy needs.
"P" indicates a plentiful supply.

CONFIDENTIAL

SECTION III - JOB TITLE, EDUCATION & TRAINING REQUIREMENTS

PLEASE LIST: SKILLED, SEMI-PROFESSIONAL/TECHNICAL, CLERICAL, AND SALES OCCUPATIONS

PLEASE DO NOT LIST: UNSKILLED, SEMI-SKILLED, AND PROFESSIONAL & MANAGERIAL OCCUPATIONS

(A)	(B)	(C)	(D)	(E)*									(F)			(G)	(H)	(I)**
Job Title	No. Emp. 6/30 1972	Min. Yrs. Ed. Req.	Min. Yrs. Exp. Req.	Special Training Required (Check as many as needed) 1	2	3	4	5	6	7	8	9	Sex Req. Check one M	F	E	No. by 6/30 1973	No. by 6/30 1975	Emp. Supply S,E,P

*Column E: See instructions for Column E on page R-6.
**Column I: See instructions for Column I on page R-7.

CONFIDENTIAL

APPENDIX A

EXAMPLES

Unskilled Occupations:

Bag filler, bag boy
Bellboy
Bottle caser
Bottling attendant
Bundle packer, tier, wrapper
Busboy, busgirl
Candy packer
Charwoman, cleaner
Ditchdigger
Dockman
Domestic
Gravedigger
Helper (any kind)
Hod carrier
Laborer
Oiler
Operator (simple machinery)
Pan cleaner
Polisher
Porter
Pulper
Putty man
Rag Cutter
Resaw feeder
Roustabout
Routeman helper
Sorter
Stockboy
Street cleaner
Swim pool attendant
Trash collector
Trimmer
Washer
Wiper

Semi-skilled Occupations:

Apprentice (all trades)
Armature winder
Assistant to skilled worker
Attendant (service station)
Auto mechanic helper
Batch mixer, operator
Bleacherman
Fuel-briquette-machine operator
Blender
Brick-molding-machine operator
Buffer, grinder, polisher
Can, bottle, jar, barrel filler (machine)
Candy-maker helper
Capper operator
Casting machine operator
Chainman, rodman, axman (surveying)
Combination sander
Core-oven operator
Cylinder-press feeder
Dragsaw operator
Drier operator
Electrician helper
Etcher, galvanizer
Filled can grader
Flour sifter
Furniture assembler
Gas plant operator
Greaser
Hog weigher, grader
Homogenizer operator
Jack hammer operator
Kilnman
Lathe operator
Laundryman, washer
Lineman, junior
Linoleum layer
Linterman
Log scaler
Mechanics helper
Oyster shucker
Paint grinder
Paper cutter
Plate former
Plumber helper
Presser
Printing press operator
Pulp-drier operator
Punch press operator
Press operator (gas)
Radio technician helper
Routeman
Sawmill worker
Sewing machine operator
Shoe repairman helper
Soft-drink powder mixer
Stillman helper, gager
Taxi driver
Teamster
Tool dresser
Turret lathe operator, automatic

CONFIDENTIAL

APPENDIX A

EXAMPLES (continued)

Skilled Occupations:

- Baker
- Bleacher (pulp & paper)
- Boilermaker
- Brakeman (railroad)
- Bricklayer
- Bus driver
- Cabinet maker
- Carpenter
- Cobbler
- Compositor, typesetter
- Coremaker
- Cracking-unit operator
- Digester operator (pulp)
- Dressmaker, seamstress
- Driller
- Dry cleaner
- Electrician
- Engineer (stationary)
- Engraver
- Foreman, manufacturing, mineral extraction, transportation, communication, utilities
- Furrier
- Glazier
- Jeweler
- Lineman, cable splicer
- Liquefaction plant operator
- Lithographer
- Locomotive engineer
- Lumberman, raftman
- Machinist
- Meat cutter (retail, wholesale)
- Mechanic
- Miller (grain, flour, feed)
- Milliner
- Millwright
- Molder (foundry)
- Motion picture projectionist
- Office machine repairman
- Operator, heavy equipment
- Optician
- Ornament-iron worker
- Painter
- Paperhanger
- Patternmaker
- Photoengraver
- Plasterer
- Plater (electroplating)
- Plumber
- Power station operator
- Practical nurse
- Pressman, plate printer
- Radio repairman
- Repairman
- Roofer
- Rotary driller (petroleum)
- Sailor, deckhand (except Navy)
- Sheet metal worker
- Shoe repairman
- Steam fitter
- Stillman (gas)
- Stone-lathe polisher
- Stonemason
- Tailor, tailoress
- Tanner
- Tinsmith
- Tinter (paints)
- Treater (petroleum)
- Toolmaker, diemaker
- Upholsterer
- Watchman, repairman
- Weaver
- Welder
- Well puller (petroleum)

Clerical Occupations:

- Agent, appraiser
- Attendant (physicians' and dentists')
- Baggageman (transport)
- Bank teller
- Bookkeeper
- Cashier (except bank cashier)
- Checker
- General office clerk
- Hotel clerk
- Insurance clerk
- Collector
- Library assistant or attendant
- Mail carrier
- Messenger, errand boy or girl
- Office machine operator
- Paymaster
- Payroll clerk, timekeeper
- Printing or publishing clerk
- Production clerk
- Receptionist
- Secretary
- Shipping, receiving clerk
- Stenographer
- Ticket agent
- Typist
- Telegraph or tel phone operator
- Weigher

CONFIDENTIAL

APPENDIX A

EXAMPLES (continued)

Sales Occupations:

- Auctioneer
- Canvasser, solicitor
- Demonstrator
- Display man
- Huckster, peddler
- Newsboy
- Routeman
- Sales clerk
- Sales engineer
- Sales person
- Salesman, commodity
- Salesman, service

Semi-professional and Technical Occupations:

- Athlete, professional
- Aviator
- Chemical technician
- Commercial artiest
- Dancer
- Decorator, window dresser
- Designer
- Draftsman
- Electronics technician
- Embalmer
- Engineering assistant
- Foreman
- Laboratory technician
- Materials technician
- Medical service occupations not elsewhere classified
- Photographer
- Physical therapist
- Physics technician
- Production planner
- Radio operator
- Showman
- Sports instructor
- Sports official
- Surveyor
- Systems technician
- Technical artist
- Tool designer
- X-ray technician

Professional and Managerial Occupations:

- Accountant, auditor
- Actor, actress
- Advertising agent
- Architect
- Artist, sculptor, teacher of art
- Author, editor, reporter
- Banker, bank officer
- Buyer, department head, stores
- Chemist
- Clergyman
- College president, professor, instructor
- County agent, farm demonstrator
- Dentist
- Engineer, AE, CE, EE, ME, etc.
- Floor manager, store
- Hotel, restaurant manager
- Inspector, managerial, official
- Lawyer, judge
- Librarian
- Manager or superintendent, building
- Manager, business, industry or institution
- Musician, teacher of music
- Natural scientist
- Official of lodge, society, union, etc.
- Pharmacist
- Psychologist
- Physical scientist
- Physician, surgeon
- President of business, industry or institution
- Principal
- Public official not elsewhere classified
- Purchasing agent, buyer
- Ship captain, mate, pilot, engineer
- Social scientist
- Teacher
- Trained nurse
- Veterinarian